

Presentation Instructions

Who is this presentation for?

The trainer and learners.

What is in this Presentation?

- Course information that matches the Learner Guide content.
- Review questions and model answers.
- Slides contain summarised content, with full notes and information for the trainer, visible when the slide show is shown in "Presenter View" (see instructions on next slide).
- Use this presentation to support and reinforce the training information from the Learner Guide.

What do you need to do before you use it for the first time?

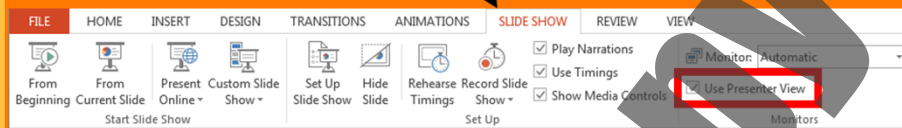
1. Rebrand the presentation.
2. Review the presentation as part of your validation process.

Instructions for Viewing in Presenter View

NOTE: This view is only applicable when the computer is connected to a second screen or a data projector.

Once the second screen/projector is connected make sure that the "Use Presenter View" box is ticked.

This is found in the "SLIDE SHOW" tab as shown below.







RISKS201F

Training Presentation Sections


Click on a box to go to that section.



Section 1: Prepare to Control Risks



Section 2: Assess Unresolved Risks



Section 3: Control Workplace Risks

Section 1: Prepare to Control Risks



1.1 Introduction

This training course is based on the national unit of competency **RIIRIS201E Conduct Local Risk Control**.

This unit describes the skills and knowledge required to conduct local risk control in the resources and infrastructure industries.



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1.1 Introduction

It applies to those working in an operational role, usually under supervision.

The materials in this training course cover:

- ◆ Planning and preparing for risk control.
- ◆ Assessing and identifying unacceptable risk.
- ◆ Identifying, assessing, and implementing risk treatments.
- ◆ Completing records and reports.



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1.1.1 Common Terms and Definitions

Below is a list of common terms and definitions you may come across within this course.

Term	Hazard.
	Reasonably Practicable.
	Risk.
	Risk Management.
	Work Health and Safety Management System (WHSMS).

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Term and Definition

Hazard - A hazard is a thing or situation that has the potential to cause injury, harm or damage.

Reasonably Practicable - Reasonably Practicable is defined as action that is, or was at a particular time, reasonably able to be done to help ensure health and safety.

Risk - A risk is the chance of a hazard hurting someone or causing damage.

Risk Management - Risk management is the process of eliminating or controlling hazards to reduce the risks that people and equipment are exposed to at work.

Work Health and Safety Management System (WHSMS) - A strategic document that details an organisation's approach to health and safety management.

1.1.2 When Do Workplace Risks Need to Be Controlled?

A **Risk** is the chance of a hazard in the workplace hurting someone or causing some damage.

To control a risk is to eliminate or minimise the chance of harm to workers and visitors from identified hazards on site.



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1.1.2 When Do Workplace Risks Need to Be Controlled?

Risk control processes may commence in response to incidents, accidents or near misses, but also is used to ensure work is conducted safely in a variety of situations, including:

- ◆ When there are changes to worksite operations because of construction, demolition or the movement of plant, vehicles, equipment, stock or materials.
- ◆ Locations whereby the public can easily interact with the work site.
- ◆ When supervision is limited.



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- ◆ When supervision is limited.

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1.1.2 When Do Workplace Risks Need to Be Controlled?

- ◆ If a significant number of staff require training and orientation to complete their work safely.
- ◆ When staff and/or visitors use or work near vehicles, equipment or machinery.
- ◆ Work activities requiring personnel to use manual handling techniques.
- ◆ Work is completed at heights, in confined spaces or on construction or mine sites.
- ◆ If personnel are required to use chemicals, explosives, tools or equipment.



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1.1.2 When Do Workplace Risks Need to Be Controlled?

- ◆ Where work needs to be completed in remote areas.
- ◆ If licensing, permits or special qualifications are required to carry out work.
- ◆ Situations when the work creates a harmful bi-product (gas, contaminant, waste).
- ◆ Handling and disposal of waste and contaminants.



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Section 1 Review Questions

1. What are three (3) occasions risk control processes may begin in response to?



Evaluation Copy Only

Section 1 Review Questions



1. What are three (3) occasions risk control processes may begin in response to?

Incidents, accidents or near misses.

Evaluation Copy Only

1.2 Understand Work Requirements

It is important that you read and understand what is required to remain compliant with the policies and procedures of your workplace. These usually focus on safety in the workplace, minimising risk, responding to incidents and reporting and recording requirements.

Documents detailing work requirements can be compulsory or influenced by national and/or state and territory laws, regulations, and standards.



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1.2 Understand Work Requirements

The information and documents you access to better understand your work requirements will help you to understand how your workplace expects you to behave and carry out work. You will also learn the broader expectations for other parties within the company. Doing this will enable you to control workplace risks in line with the processes and procedures of your workplace.

If you have any difficulties accessing or interpreting documentation about work requirements or you do not understand something, speak to your supervisor or manager.



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1.2.1 Locate Relevant Documents

You can access workplace documents detailing work requirements through a range of procedures including:

- ◆ Asking your Health and Safety Representative.
- ◆ Speaking to management.
- ◆ Organisational intranet and internal databases.
- ◆ Organisational manuals, policies and procedures.
- ◆ Organisational libraries.
- ◆ Conducting an internet search.



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1.2.1 Locate Relevant Documents

You can usually source information and documents in digital form, however they may also be available as hard copies.

Information does change over time so be mindful of when it was published and if it is the most recent version available.

There can be particular processes and procedures for accessing and retrieving information that your organisation may have in place, make sure you follow these.



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1.2.2 Key Documents

Certain documentation will provide a good amount of information on the specific policies and procedures within the organisation. You may use this information to better understand workplace procedures for managing risk.

Several documents you may find useful to access include:

Document	WHS and Risk Management Policies and Procedures.
	Work Instructions.
	Emergency Procedures.

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Several documents you may find useful to access include:

Document and Description

WHS and Risk Management Policies and Procedures / A collection of documents that explain how the workplace makes sure everyone on site is safe and compliant with the relevant legislation.

Different parties in the workplace will have different responsibilities when it comes to keeping the workplace safe; these will be detailed in WHS policies and procedures.

Work Instructions / Documents that provide more specific instructions on how to safely perform your own work activities. These documents may also identify known hazards and risk controls relating to different tasks or pieces of plant or equipment you may use.

Work activities in the resource and infrastructure industries can have

higher levels of risk. If your work activities are considered high risk then there will be more detailed work instructions to ensure your safety.

Emergency Procedures / Specific procedures to be followed in response to emergency situations such as fire, extreme weather or structural collapse.

Some training may be required to prepare you for emergency situations such as first aid or warden training.

Evaluation Copy Only

1.2.3 Confirm Work Requirements

Before proceeding with the risk management process, you will need to confirm your work requirements with the appropriate personnel. This may include:

- ◆ Supervisor.
- ◆ Health and Safety Representative.
- ◆ Industry groups.

Make sure that prior to doing this you have an idea of the specific information you will be confirming.



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